

## Tired of Writing Checks and Paying Postage ??

The City of Rockville offers an optional service that could make paying your City utility bill more convenient. The "preauthorized transfer" system will enable you to have your utility bill payment transferred automatically from your checking or savings account to the City's bank. This eliminates the need for you to write out a check each time a bill is due and furthermore, you save the postage costs for mailing your check to the City.

Under this system, you will receive a "memorandum bill" showing your consumption and charges. On the fifteenth (or before if the fifteenth lands on a weekend or holiday) of the month after you receive your bill the amount shown on the bill will be electronically transferred from your bank to the City's bank. If you question the accuracy of your bill or wish to cancel the preauthorization transfer, you may contact the City no later than fifteen (15) days after the bill date on your new statement.

To enroll in this service, simply complete the lower portion of this form, detach it and return it, along with a voided check (to show your bank account codes), to Revenue Division, City of Rockville, 111 Maryland Ave, Rockville, MD. 20850. It takes approximately one month to establish your account.

If you have further questions concerning the automatic payment service, call 240/314-8420 or FAX 240/314-8419

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**PREAUTHORIZED TRANSFER FORM**

I wish to have my City utility bills paid by automatic electronic transfers from my bank account. I am enclosing an unsigned voided check to substantiate the bank account number I wish to have payments drawn from.

Account Holder's Signature\_\_\_\_\_ Date\_\_\_\_\_

Joint Account Holder's Signature\_\_\_\_\_ Date\_\_\_\_\_

Utility Billing Account Number\_\_\_\_\_

Service Address\_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Mail to:

City of Rockville \* 111 Maryland Ave \* Rockville, MD 20850  
**ATTN: Revenue Division**